

# Applying for replacement of flight attendant certificates

As a flight attendant, do you need a new flight attendant certificate instead? You can apply for this from the Federal Aviation Office (LBA) under certain conditions

## Competent Department

- [Luftfahrt-Bundesamt \(LBA\)](#)

## Basic information

If you apply to the Luftfahrt-Bundesamt (LBA) for a replacement issue, you must give reasons for this.

The following reasons are possible:

- Loss
- theft
- Change of personal data: First name(s), surname, gender, nationality
- other reasons, for example if the previous cabin crew attestation is no longer legible or has been torn and is therefore unusable.

## Requirements

- You hold a cabin crew attestation or have held one in the event of loss.
- If your cabin crew attestation was issued more than 60 months ago, you must provide proof that you have flown in the past 60 months.

One of the following conditions must be met for the Federal Aviation Office (LBA) to reissue your certificate:

- The initial issuing organization no longer exists.
- The initial issuing organization is no longer authorized to issue cabin crew attestations.
- The cabin crew attestation to be replaced was issued by the LBA.

## What documents do I need?

- General documents:
  - Identification document, e.g. identity card or passport
  - Other documents relevant to the certificate

- If you apply for a replacement cabin crew attestation due to loss, theft or other reasons:
  - Copy of the flight attendant certificate to be replaced
    - if no copy of the flight attendant certificate is available: Copy of the basic course certificate
  - if the date of issue of the cabin crew attestation is 60 months or longer ago: Proof of the last flight assignment in the past 60 months, for example roster, route assignment statement or flight hours overview
- If you apply for a replacement cabin crew attestation due to a change in personal data:
  - Copy of the flight attendant certificate to be replaced
    - if the date of issue of the cabin crew attestation is 60 months or longer ago: Proof of the last flight assignment in the past 60 months, e.g. duty roster, route assignment statement or flight hours overview
  - Official document, e.g. birth certificate, marriage certificate, decision of the local court

## Procedure

You can apply for a replacement cabin crew attestation online via the federal portal or by e-mail or post.

If you wish to submit the application online:

- Call up the online application on the federal portal. This will guide you step by step through the required information and necessary documents.
- Upload the required documents as a file or make them available as a download link and submit the application online.
- If anything is unclear or information is missing, the LBA will contact you.
- The LBA will check whether the requirements have been met and will send you a prepayment invoice if necessary.
- You pay the prepayment invoice.
- The LBA will issue a replacement cabin crew attestation and send you the document by post.

If you wish to submit the application by e-mail or post:

- Go to the LBA website and download the application form for the replacement issue of a cabin crew attestation from there.
- Complete the application.
- Print out the application, sign it, scan it and send it to the LBA by e-mail together with the required documents. Alternatively, you can send the application by post.
- If anything is unclear or information is missing, the LBA will contact you.
- The LBA will check whether the requirements have been met and will send you a prepayment invoice if necessary.
- You pay the prepayment invoice.
- The LBA will issue a replacement cabin crew attestation and send you the document by post.

## Legal bases

- [Kostenverordnung der Luftfahrtverwaltung \(LuftKostV\)](#)
- [Verordnung \(EU\) Nummer 290/2012](#)
- [Verordnung \(EU\) Nummer 1178/2011](#)

## More information

There are no references or special features.

Legal remedy: Appeal. Further information on how to lodge an appeal can be found in the notification of your application.

## What deadlines must be paid attention to?

There is no deadline.

## How long does it take to process

The processing time is 1-4 weeks.

The replacement will only be issued after payment of the prepayment invoice.

## What are the costs?

70,00 EUR You will receive a notification with a QR code that you can use to pay.  
Payment in advance only.